



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Approve Request for Proposal and Authorize Advertising for Bids for Concession Operations at the Softball Complex and Armory Park

MEETING DATE: January 17, 2001

PREPARED BY: Parks and Recreation Director

RECOMMENDED ACTION: That the City Council approve the attached Request for Proposal and authorize advertising for bids for concession operations at the Softball Complex and Armory Park.

BACKGROUND INFORMATION: Periodically, the Parks and Recreation Department solicits proposals for concession operations at Armory Park and the Softball Complex. The most recent agreement for concessions at these two sites expired December 31, 2000.

The concession operations consist of the sale of food and beverages during Lodi Unified School District high school and City League recreational softball games, as well as softball tournaments and other special events.

Selection of concessionaire will be based on highest percentage of return from gross sales as well as experience and reputation of the concessionaire.

Deadline for submitting proposals will be February 7, 2001.

FUNDING: None

Roger Baltz
Parks and Recreation Director

cc: City Attorney
Purchasing Agent
Recreation Supervisor

APPROVED: _____

H. Dixon Flynn -- City Manager

01/08/01

CITY OF LODI
DEPARTMENT OF PARKS AND RECREATION
REQUEST FOR PROPOSALS FOR CITY OF LODI
CONCESSION OPERATIONS
AT ARMORY PARK AND SOFTBALL COMPLEX

Areas to be Serviced:

1. Armory Park, 333 N. Washington Street, Lodi, CA
2. Lodi Softball Complex, 401 N. Stockton St., Lodi, CA

Agreement Duration:

March 1, 2001 through December 31, 2003

General Provisions:

That The City of Lodi Parks and Recreation Department deems that for the proper conduct and operation of food and beverage concessions at Armory Park and the Softball Complex, that concession privileges be granted to a private individual, partnership, or corporation.

The award of the contract for the proper conduct and operation of said food and beverage concession will be made to the highest and most responsible vendor fully and properly responding to this request for proposals.

The successful vendor shall be bound by and required to perform those duties, and will receive the benefits, as described by and set forth in the Agreement attached hereto.

Information and Instructions:

The contract for the proper conduct and operation of the food and beverage concessions will be awarded to the vendor who in the opinion of the City of Lodi is best qualified to perform the duties and obligations and render the services set forth in the attached agreement. The successful vendor shall be chosen on the basis of, but not limited to, the following information which each vendor must supply in his or her proposal:

1. The percentage of gross sales, after sales taxes, to be paid to the City of Lodi (minimum acceptable percentage is 20%);
2. Experience, background and ability to perform and provide a clean and successful concession operation;
3. Financial condition and possession of or ability to attain and attainment of a bond;
4. Quality and variety of products and services offered;
5. References.

In order to be considered, proposals must be submitted on a proposal form provided by the City of Lodi under sealed cover and identified as "Proposal - Concession Operations", and received by the City of Lodi Purchasing Officer, City Hall Annex, 212 West Pine Street, Lodi, CA 95240 (P.O. Box 3006, Lodi, CA 95241-1910) no later than

~~11:00 a.m. Friday, March 11, 1998~~

At that time, in the Public Works Conference Room, First Floor, City Hall, 221 West Pine Street, Lodi, proposals will be publicly opened.

The City of Lodi reserves the right to reject any or all proposals, to waive any informality in any proposal, to accept other than the highest proposal, or not to award on the basis of the proposals received.

Information and Instructions

(cont'd)

The successful vendor will have the sole and exclusive right and license, except for certain special events as described in the attached Agreement, to vend food, beverages, picnic supplies, and souvenirs at or in concession stands at Armory Park and the Softball Complex, for a period beginning March 1, 2001, and ending December 31, 2003. At the City's discretion, according to the decision of the City Manager and staff, a two year extension of this agreement may be considered, based upon performance by Concessionaire during the initial period of this agreement.

PROPOSAL FORM

To: The City Council
City of Lodi
Lodi, California

From:
(Name of Vendor)

The undersigned declares: I have carefully examined the Notice Inviting Proposals, the Agreement attached hereto, and the instructions for submitting this proposal for the conduct and operation of concessions at Armory Park and the Softball Complex. I agree to be fully informed regarding all of the conditions affecting the performance under the terms of these instructions and documents, and that the information was secured by personal investigation and research and not from any estimate of any City employee or agent, and that no claim will be made against the City by any reason of estimates or representations of any officer or agent of the City. If the proposal be accepted, I agree to perform the duties of the operation of said concessions in strict compliance with San Joaquin County Health Department standards and requirements for concession operations, and according to the Agreement attached hereto.

Proposal Form (cont'd)

The undersigned hereby proposes to pay the City of Lodi the amount of

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of the gross sales from concession operations after sales taxes for the privilege of furnishing concession services at Armory Park and the Softball Complex from March 1, 2001 through December 31, 2003, in accordance with the attached specifications and Agreement.

The vendor hereby submitting this proposal shall also attach to this proposal a written or typewritten statement which shall include information as to:

Experience, background, and reliability in performing and providing a successful concession operation;

Financial condition and bondability;

List of foods, beverages, and other items and services proposed to offer in concession operations at Armory Park and the Softball Complex, with a list of prices for all of the above items;

A list of at least three references indicating successful operation of a concession during the past five years.

In submitting this proposal as herein described, vendor agrees to have carefully examined the specifications and provisions of this proposal form and understands the meaning, intent, and requirements of same;

That, if awarded the contract, vendor will enter into a written contract and furnish the services in the time specified in strict conformity with the specifications and conditions contained therein for the price quoted by the vendor on this proposal;

And that this proposal is genuine, and submitted in good faith, without collusion or fraud, and that the only persons or firms interested in this proposal as principal or principals are named herein, and that this proposal is made without connection with any other person, partnership, or corporation making a proposal.

This proposal may be withdrawn by the written request of an authorized representative of the undersigned at any time prior to the deadline for submitting proposals.

Business Name: _____

Address: _____

Telephone: _____

Type of Business: (Individual, Partnership, Corp.)

Name of Authorized Representative: _____

Signature: _____

Title: _____ Date: _____